

How To Create Rules In Microsoft Outlook

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Email rules can be used for many things in Outlook: automatically move incoming emails to a folder other than the Inbox; highlight an incoming email with a color or have your computer play a special sound; automatically delete an email when it arrives or send it to the Junk box. There are many uses for rules in Outlook.

In this tutorial, we'll show you how to create a rule to put email automatically into the Trash folder. You might do this because you're getting spam (junk) email from a spammer but he or she is using different email addresses. Whatever the reason, here's how to create the rule:

- 1) Right-click on an email for which you want to create the rule.
- 2) From the menu which appears, move your mouse to RULES and then left-click on Create Rule.
- 3) For this tutorial, we'll use the subject as the reason to trigger the rule. In this case, the subject is: *Your *Credit Score May Have Just Changed. We will create a rule that sends any email that has this as the subject to the Junk Folder. Put a checkmark in front of "Subject."
- 4) Next, put a checkmark in front of "Move the item to folder:" and then click on "Select folder."
- 5) From the list of folders which appears, select JUNK EMAIL and click OK, then OK again.
- 6) If the creation of the rule is successful, a window will appear allowing you to either close with an OK or "Run the rule in the current folder" (if you put a checkmark in) when you click OK.
- 7) From now on, when an email comes in with that subject, Outlook should automatically move it to the Junk Email folder.

